



City of Minneapolis

CAREER OPPORTUNITIES BULLETIN

WEEK of April 15, 2013

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

Community Service Office (CSO) Exam# 21157 -- \$15.03 – \$18.38 Hourly

A Community Service Officer (CSO) works approximately 20-30 hours per week in the Minneapolis Police Department while enrolled as a student in an approved, two-year law enforcement program and/or working toward completion of MN Peace Officers Standards and Training (POST) licensing requirements. CSOs assist the police department and community by promoting intercommunication, understanding and cooperation between department personnel and the diverse communities of the City of Minneapolis. The CSO is a civilian position which has the possibility of promotion to a full time Police Officer position. **Qualifications:** Must be at least 18 years of age by January 1, 2014, have a high school diploma or equivalent by January 1, 2014, and have a valid Driver's License. As proof of college readiness, you must submit one of the following by May 3, 2013. 1) College transcript; OR 2) An assessment/placement (i.e. Accuplacer) test. To review a complete job announcement and to apply online, visit www.minneapolismn.us/jobs. Applications will not be accepted without proof of the college readiness. **Applications accepted April 15-May 3, 2013.**

Management Analyst I Exam# 21159 -- \$58,778 – \$80,650 Annual Salary

There is currently one (1) non-exempt position to be filled in the City Clerk's Office. Primary Responsibilities: Serve as an internal management consultant that provides the analytical, process development and coordinating services requested by City management to strengthen management systems and improve government services to meet citizen needs and expectations. **Requirements:** Two (2) years' experience in the public sector performing management duties and Bachelor's Degree in a closely related field. **Applications accepted through April 21, 2013.**

CITY EMPLOYEES ONLY

Customer Service Representative I – Exam #21164 - Hourly Salary \$17.137 - \$23.640

There is currently one (1) non-exempt vacancy to be filled in the Housing Division of Regulatory Services. Primary Responsibilities: The incumbent will provide a variety of services to customers over the telephone and/or in-person answering questions, providing information, collecting fees and payments, etc. **REQUIREMENTS:** Two years of senior level clerical experience, which has included at least one year of computer experience and some customer service experience and High School Diploma, GED or equivalent. **Applications accepted through Wednesday, April 24, 2013**

Employment Equity Analyst – Exam #21162 \$48,610 - \$67,212 Annual Salaries

There is currently one (1) exempt, full-time vacancy to be filled in the Employment Equity Division of the Civil Rights Department. Schedule flexibility is required. This could include, as needed, some evenings and weekends and various travel. **PRIMARY RESPONSIBILITIES:** Assist and support operational activities of the Division, including compiling and analyzing information, record keeping, computer applications, grant monitoring and reporting, implementation of equity programs, etc. Must be a current employee of a City Council Department to apply/qualify. Three (3) years of related work experience and Bachelor's Degree in Urban and Regional Policy or a related field or equivalent. **Applications accepted through Friday, April 19, 2013**

Residential Meter Service Worker - Exam#21149 / Hourly Salary \$17.601-\$23.554

Restricted to Public Works - To provide one stop customer meter service for residential accounts in the installation, repair and maintenance of Automatic Meter Reader (AMR) systems. High School Diploma or equivalent. Possess and continue to maintain a valid Driver's License. Must have Confined Space Entry Certification. Background check. After a conditional job offer, candidates may be required to successfully pass a medical examination which includes a physical. **Applications accepted through April 19th, 2013.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

The City of Minneapolis is an Equal Opportunity Employer